HOW TO DO BUSINESS WITH MINNESOTA LIFE:

Submission of Downline Producer Contracts:

Please email your **Downline Contracts** with Transmittal to contracting@igroupweb.com

Submission of New Business:

- ALL new business applications **MUST** be emailed or faxed directly to your assigned Case Manager**:**

Phone:	800-488-9861 x199	Phone:	800-488-9861 x131	Phone:	800-488-9861 x134
Fax:	540-301-5129	Fax:	540-301-5129	Fax:	540-301-5129
Email:	dbailey@igroupweb.com	Email:	amber@igroupweb.com	Email:	andy@igroupweb.com

Helpful Tips:

- When faxing or emailing applications, please keep the original application for no less than 90 days. Please note that the original may be requested during this period for audit purposes. Note: only applications with no CWA can be faxed or emailed.
- ON APPLICATIONS WITH MONEY PLEASE WAIT FOR YOUR CASE MANAGER TO EMAIL YOU WITH THE POLICY #, AND WRITE IT IN THE MEMO SECTION OF THE CHECK:
- **DO NOT** SEND APPLICATIONS TO Minnesota Life as they will not be processed.
- If you do not receive an acknowledgement memo of receipt via email within 1 business day, please call your case manager for confirmation of receipt.

Overnight Checks to:

Attn. **New Business**
iGROUP Processing Center
11166 Fairfax Blvd., Suite 300
Fairfax, VA 22030

Checking Case Status:

- Please register on the Minnesota Life website at: https://lifecenter.minnesotalife.com
- Contact your case manager at 800-488-9861**.**

Please be sure to check the website before calling and allow 1 business day for a response. Please be sure to provide a policy number and client name when calling

Ilustrations and Marketing Support

- Please call 888-413-7860 option 4 for software and product support.